**Installation of architectural film and related surfaces refurbishment work**

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| Project | 123 desdes |
| Date | september 2023 |
| Duration | 2 months |
| Contract Manager | Anthony Rose |

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| Also see associated risk assessment |
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| Fire |
| Description of activity  Installation of architectural film and related surfaces refurbishment work.  Potential source of ignition – electrical fault, smoking, arson. Potential sources of fuel – gas cylinders, oils and lubricants, wood, packaging & paper. Potential source of oxygen – air in atmosphere, oxygen cylinders. |

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| Hazards & consequences |
| Poor housekeeping; build-up of flammable material and general debris. Burn, scald, from contact with flames, heated materials and liquids. Asphyxiation, from the lack of oxygen to breathe e.g. smoke inhalation, in restricted space. Lung damage, from hot gasses, smoke and toxic fumes, as a result of combustion. Physiological damage and ill health from the inhalation of toxic gases and fume produced as a result of combustion. Physical injury as a consequence of the fire conditions e.g. explosion, being hit by falling debris, being hit by flying/exploding containers (paint/solvent tins). Trapping - being trapped by explosion, fire or smoke. |

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| Tools & equipment used |
| Electrical tools & equipment. Flammable substances e.g. wood & flammable paint. |

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| Persons likely to be exposed to the risk |
| All operatives, contractors and visitors.  Other persons in the vicinity, e.g. other operatives, onlookers, public. |

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| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 15 | High | |  | | |
|  | | | |  | | | |
| Acceptable | | No |  | | | | |

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| Control measures |
| Sufficient and properly placed exits and fire emergency doors, smoke detection and alarm system and emergency lighting (where installed). Fire signs and emergency exit signs (to the Signs and Signals Regulations). Fire points established as required by the fire regulations, and for insurance company requirements. Fire alarm system, linked to the integrated alarm system of building or a hand operated system. Electric tools, heaters, equipment, and machines to be turned off or unplugged when not in use. Gas cylinders and equipment maintained and kept stored when not in use. A site/area under our control would be designated a no smoking site, except for a designated safe smoking area. Designated smoking area maintained and cleared of smoking materials regularly. Extinguishers are placed for use by trained and competent operatives to extinguish or control a small fire until the fire emergency service (or other assistance) arrives.  Extinguishers not damaged (tags intact, gauges in green) are placed at the fire point primarily in order for operatives to make a safe exit from the premises and if the need arises to attempt the rescue of trapped or injured operatives. It is not expected that operatives should endanger themselves in attempts to extinguish fires. Extinguishers are to be inspected and maintained by external fire company. Extinguishers inspected along with fire and emergency signage, emergency lights, smoke alarms, clear exit routes and fire doors, and operational fire doors. The site manager/supervisor has delegated responsibility on site to ensure that the site is managed safely as regards fire issues.  Regular inspection of the workplace, site manager/supervisor to ensure that controls and precautions are being maintained (daily informal inspection and weekly/monthly formal inspection). Routine site manager/supervisor safety inspection covering all areas for build-up of flammable waste and articles placed near heating devices or electrical equipment and supplies.  Enforcement of the above from management downwards and record sheets maintained. Housekeeping maintained in all areas - flammable materials not left near heaters, off-cuts, waste and rubbish deposited in bins and removed regularly. Visitors allocated to a host for duration of stay and instructed in basic emergency actions (Site operator may require a full site induction before allowing persons on site).  Responsible persons appointed to carry out duty of Fire Warden (for our operative the site manager), account for people in an evacuation & liaise with Emergency Services.  Training  All operatives are instructed to raise an alarm as soon as any fire is suspected. All operatives informed of emergency routes, fire exits, action to take in emergency, and assembly points (induction course). All operatives given basic training in the use of fire extinguishers (including regular safety briefings) and actions to take in emergency. Fire awareness is included in basic site safety awareness and refreshed at each site induction (site specific requirements) & regularly at safety briefings.  Lone working  It would be very unusual for our operatives to work alone (on their own) on a site or premise. They would have been briefed on lone working safety issues during training and at site safety induction. |

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| General  No attempt at firefighting should be attempted until assistance has been called. All operatives and visitors must obey site rules. All operatives must report any non-conformance to the above controls and precautions. All operatives are expected to participate in the prevention of fire by maintaining the controls and precautions set out in procedures and this assessment. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 X | 4 | 5 |
|  | |  | | | | |
| Residual risk rating | | 6 | Low |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Hand Held Tools (use of) |
| Description of activity  Use of general and trade tools for installation of architectural film and related surfaces refurbishment work. |

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| Hazards & consequences |
| Ejected particles (material) - can cause serious eye damage & blindness if eye protection is not worn. Cuts & piercings can occur through contact with skin. Exposed to conductors from broken insulation – electric shock being transmitted to operative using a tool causing a range of symptoms depending on the length and severity of the shock.  Cuts and abrasions can occur if a tool breaks of malfunctions, causing lacerations and puncturing the skin. Crushing injuries can occur if the tool is used in an improper manner, i.e. striking of fingers and thumbs with hammer. Equipment, tools or materials falling from height can result in a range of injuries to operatives or others below the works. |

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| Tools & equipment used |
| General hand tools for installation of architectural film and related surfaces refurbishment work, including knives and scrapers. |

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| Persons likely to be exposed to the risk |
| All operatives using hand held tools. |

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| Initial risk | Without controls and precautions in place | | | | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | | 4 | | 5 | |
| Severity | 1 | | 2 | | 3 X | | 4 | | 5 | |
|  | |  | | | | | | | | |
| Initial risk rating | | 9 | | Medium | |  | |  | |  |
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| Acceptable | | No | |  | |  | |  | |  |

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| Control measures |
| Working on/near electrical equipment  All hand tools will be inspected before use to ensure they are insulated/suitable. Wherever and whenever possible "live work" is to be avoided and only carried out by competent operatives.  Training  Operatives are instructed in the safe use of hand tools and the appropriate types of safety work wear clothing during skills and job training. At height, this may include tethering to prevent falling. Use and care of equipment is refreshed at safety briefings and an annual safety briefing/course.  Personal Protective Equipment (PPE) Operatives must use the following to be determined by the activity and tool use;  Safety goggles (following EN 166). Gloves, suitable for using sharp tools (following EN 420). Protective footwear (following EN 346).  Defects/faults  Operatives must inspect tools for defects at the beginning of each working day and report all defects to their manager. Operatives must not use defective tools until repaired by a competent person and declared fit for use or replaced. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 X | 2 | 3 | 4 | 5 |
| Severity | | 1 | 2 X | 3 | 4 | 5 |
|  | |  | | | | |
| Residual risk rating | | 2 | Low |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
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| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Housekeeping & general activities |
| Description of activity  Activity is the normal day-to-day operations for installation of architectural film and related surfaces refurbishment work. Materials storage - raw materials (loose, in sacks/bags, in packages). Moving tools, plant and equipment, handling goods and packing cases. Operatives working at locations, premises and on sites. |

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| Hazards & consequences |
| Poor housekeeping - various injuries resulting from slips, trips & falls caused by substances and materials commonly found on sites/premises, such as oil, water, dust, polythene sheeting and others.  Slip, trip and fall from height and subsequent contact with hard surfaces, projections, and corners or any sharp edge - can cause various injuries from abrasions & lacerations to broken bones.  Fire - poor storage of materials & equipment and waste can lead to an increased risk of fire. See fire procedures and risk assessment for further details and assessment. |

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| Tools & equipment used |
| All work equipment in or about on site, premises or other work areas. |

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| Persons likely to be exposed to the risk |
| Anyone likely to be on sites, premises or other work areas.  Note: This assessment considers the general risk to others regarding general access and movement. The condition of the site, premises, works areas being kept in a clean and tidy manner and the supervision of visitors is intended to fulfil our duty towards them and also unauthorised visitors. |

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| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 | 4 X | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 20 | High | |  | | |
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| Acceptable | | No |  | | | | |

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| Note: The severity is assessed as 5 because head injuries sustained as a result of falls can result in serious injury or death. |

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| Control measures |
| Provision of adequate cleaning equipment. Provision of adequate rubbish collection and disposal points. Provision of adequate storage space both inside and outside the buildings. Allocated areas for specific types of work and storage. These may be demarcated by barriers, have appropriate warning signs displayed and operatives will be briefed during induction.  Demarcated areas for the parking and operation of vehicles.  All operatives are instructed;  To place materials in their designated places. To place waste and rubbish into the designated collection and disposal bins. Not to store materials in positions where they may cause anyone to trip or fall. Not to cause spillage of liquids, oils or other slippery substances and if they should occur to have them cleaned immediately. Not to obstruct exits or fire emergency exits and to keep exits clear. Not to leave trailing leads or hoses - hang them above head height where possible (use cable ‘trees’ where appropriate). That housekeeping and cleanliness is an item for routine safety inspection. Managers carry out safety inspections of the workplace regularly. Managers are to ensure that the above is complied with and to check areas periodically as a part of their normal duties and to ensure the formal weekly workplace inspection is carried out. |

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| Additional information |
| There can be a lot of material and plant and vehicles in works areas and vigilance is required and expected by all operatives in ensuring that all workplaces on site are kept in good order and to maintain awareness to avoid areas of hazard. It is expected that operatives will ensure storage is arranged to maintain exits and clear passageways throughout premises and not allow rubbish or flammable material to accumulate. Housekeeping and cleanliness relies on the common sense and goodwill of the operative and it is only by education and vigilance that accidents can be avoided. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 X | 5 |
|  | |  | | | | |
| Residual risk rating | | 8 | Low |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Machinery (working with) |
| Description of activity  Use of various portable and fixed machinery during installation of architectural film and related surfaces refurbishment work.  Operations may include the setting up and pre-use inspection of the machine(s), as well as routine adjustments & maintenance, removing blockages, excess materials and cleaning the machine(s). |

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| Hazards & consequences |
| Rotating parts – contact with the skin can cause injury including lacerations & burns.  Ejected particles – can cause severe eye injury.  High noise levels likely to exceed upper action value of 85dBA - (short duration depending on use) - noise induced deafness, temporary threshold shift (hearing returns to ‘normal’ after a short time) or tinnitus (may be temporary or permanent).  Vibration – range of permanent and temporary injuries to hands & arms known as Hand-Arm Vibration Syndrome.  Exposed conductors from broken or faulty electrical controls or insulation – electric shock being transmitted to operatives causing a range of symptoms depending on the length and severity of the shock. |

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| Tools & equipment used |
| Cutting tools and similar type machines. |

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| Persons likely to be exposed to the risk |
| Operatives & others including other contractors & visitors – unauthorised use of equipment. No perceived risk to others not interfering with the equipment. |

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| Initial risk | Without controls and precautions in place | | | | | | | | | |
| Likelihood | 1 | | 2 | | 3 | | 4 X | | 5 | |
| Severity | 1 | | 2 | | 3 | | 4 | | 5 X | |
|  | |  | | | | | | | | |
| Initial risk rating | | 20 | | High | |  | |  | |  |
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| Acceptable | | No | |  | |  | |  | |  |

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| Control measures |
| Operatives are instructed in the safe use of machines during skills and job training. Training may be carried out but only under close personal supervision of a competent person. No person under 18 years of age may operate machines unless they have completed and passed an approved training course (i.e. approved by HSE - details from HSE or CITB or colleges). The operative must inspect tools for defects at the beginning of each working day and report all defects to their supervisor (especially displaced or broken guards). They must also carry out the required pre-start checks and of safety devices to ensure that they are set correctly and working. Operatives must not use defective tools until repaired by a competent person and declared fit for use. Operatives are instructed not to misuse or interfere with equipment to render it unsafe in use. Noise levels when the cutting operation is taking place are above 85 dBA. The operative and others in the vicinity must wear hearing protection which is freely available e.g. ear muffs or plugs, when this machine is in cutting mode. The noise exposure is also likely to be above the daily noise exposure dose i.e. 87 dBALeq. Operatives must use suitable eye protection when operating any machine that may eject particles i.e. impact resistant glasses/goggles to the British standard (BS EN 166 Medium Grade as minimum).  Operatives should use appropriate gloves when there is a risk of accidental contact with cutters or moving parts, except where there is a greater risk from entanglement.  Machines are inspected by a supervisor in the normal course of supervision and at regular formal safety inspections. Safety devices are checked periodically. Adjustments/maintenance to machines may not be carried out with the parts moving and must be done using a safe system of work i.e. switched off and isolated to prevent unintentional starting. Many of these control measures will reduce the level of vibration the operator is exposed to, such as using equipment that is CE marked, is correctly inspected, adjusted & maintained, has correctly fitted wheels and the training that operatives receive.  There is no other physical vibration control measure appropriate to the type of machines being used. The HSE has considered the use of anti-vibration gloves and regard them as useful. The HSE has considered anti vibration handles and regards their effect as beneficial.  Note: Also, see vibration risk assessment for more information. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 X | 5 |
|  | |  | | | | |
| Residual risk rating | | 8 | Low |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
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| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Manual handling |
| Description of activity  Moving all the expected types of materials, items and equipment, plant to be found for installation of architectural film and related surfaces refurbishment work. Moving the larger items including loading/unloading vehicles.  Moving and positioning materials on sites/premises, locating and supporting for installation.  Moving and positioning of equipment for installation of architectural film and related surfaces refurbishment work, including erecting/dismantling, moving and stacking temporary access equipment (ladders and towers).  These tasks are repetitious but not repetitive, there being a large variation in number, size, weight and type of items to be moved with a large variation in body movements required e.g. turning, stooping, twisting and reaching. Most of this handling is within the normal capacity of the operative assessed to do this type of work. |

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| Hazards & consequences |
| Manual handling of equipment/materials can cause musculoskeletal injury – sprains, strains or physical stress to any part of the body, particularly back and arms. Effects can be compounded if movement is restricted or working above head level.  Cuts, abrasions, crush injuries (particularly to toes, feet & fingers) and miscellaneous bruising.  Slip, trip and fall from height and subsequent contact with hard surfaces, projections, and corners or any sharp edge – can cause various injuries from abrasions & lacerations to broken bones. Falls from height (as a result of becoming unbalanced, tripping or reduced visibility from the object being carried) can cause serious injury or even death can be sustained from falls from low height or even at the same level. Equipment, tools or materials falling from height can result in a range of injuries to operatives or others below the works. |

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| Tools & equipment used |
| Sack barrows and trolleys. Fork lift truck (FLT) and/or tele-handler operated by others. On sites: Handling aids supplied and usually operated by others e.g. hiab, hoist, lift & crane. Industrial gloves and safety footwear as required. |

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| Persons likely to be exposed to the risk |
| Only assessed operatives carry out manual handling tasks in this category. |

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| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 15 | High h | |  | | |
|  | | | |  | | | |
| Acceptable | | No |  | | | | |

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| Note: There is an inherent risk of injury in any manual lifting operation, especially if the individual is susceptible or has a history of previous injury e.g. back strain. The severity is unknown but cumulative exposures as well as the one-off occurrence can cause a disabling injury. |

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| Control measures |
| Mechanical handling aids are provided, as far as reasonably practicable - sack barrows and trolley.  Mechanical aids used where available e.g. lift, hoist, crane, hiab, FLT & tele-handler. Operatives are instructed not to lift beyond their personal capacity and to seek assistance for heavier, larger, unbalanced, unfamiliar or oddly shaped loads. Operatives are trained to use the mechanical aids available or operated by trained others. Operatives are trained in lifting techniques for the type of lifting/moving that they may be required to carry out. Basic lifting techniques enhanced by training in Kinetic Lifting methods where required. Team handling to be used as necessary e.g. larger items. A Manager must give advice to operatives on the movement of these items. Operatives are informed of manual handling restrictions at induction and refreshed at safety briefings. Operatives are to use appropriate PPE e.g. industrial gloves to prevent cuts & abrasion and safety footwear to prevent foot damage from dropped loads. In the case of known susceptibility or history of back problems these operatives are warned to take extra care and given enhanced training as required. Operatives must be relied upon to use their common sense and experience to avoid doing harm to themselves and others, as there is wide variance in this environment in the lifting and moving activities. The operatives carrying out these duties are used to this type of work. They will be reminded (safety briefings) from time to time of manual handling hazards and of the methods available for dealing with them safely. An assessment of individuals is made for their capacity to do the manual handling expected of them in their work.  A competent supervisor should check to see if any work is to be carried out at height and put out barriers to warn others that operatives are working. If working at height, fall protection equipment may be required and tools and equipment may need to be tethered. Further information can be found in the attached working at height risk assessment. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 | 5 X |
|  | |  | | | | |
| Residual risk rating | | 10 | Medium |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
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| Note: Given the unpredictable nature of manual handling injury and the fact that once an injury has occurred the effects are likely to remain a severity of less than five (5) for this category cannot be estimated. Cumulative exposures as well as the one-off occurrence can cause a disabling injury. | | | | | | |
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| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Noise |
| Description of activity  Installation of architectural film and related surfaces refurbishment work.   A number of hand held tools will emit noise levels above the Upper Action Value i.e. 85 dBA 8hr TWA the statutory limit for the use of hearing protection and enforcement of noise reduction procedures.  It is assessed for works that operatives are not exposed over a normal working day to more than 87 dBA (Lepd), the Daily Personal Exposure Limit.  They only emit noise at these levels when carrying out the work and this tends to be intermittent and non-continuous. |

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| Hazards & consequences |
| Tinnitus – noises in the ear, may be temporary or permanent. Exposure to noise may result in permanent threshold shift e.g. progressive onset of deafness. Exposure to noise may also result in temporary threshold shift e.g. normal hearing returns after a short time.  Note: Noise induced hearing loss is permanent and not treatable and is a recognised occupational injury. |

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| Information |
| The personal exposure limit is 87 dBA (Lepd) over an eight-hour working day. Occupational noise induced deafness is known to occur at or above the Upper Action Value of 85 dBA , it may also occur at levels below 80 dBA. Hearing protection must be worn in any area (by operative using a noisy tool) where noise exceeds 80 dBA as required by the Noise at Work Regulations. For every three (3) decibel increase in noise level the exposure time must be reduced by half (e.g. 93 = 2hrs exposure. With the operative wearing hearing protection, the reduction of time should be applied after the hearing protection Assumed Protection Factor (from supplier’s information) has been discounted. |

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| Tools & equipment used |
| Powered hand held tools and machine tools such as drills & disc cutters. |

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| Persons likely to be exposed to the risk |
| Operatives using and next to equipment, tool or machine in use. Persons standing nearby. |

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| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 X | 5 |
|  | |  | | | | | |
| Initial risk rating | | 12 | Medium | |  | | |
|  | | | |  | | | |
| Acceptable | | No |  | | | | |

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| Control measures |
| The equipment used meets the noise directive standards and is appropriately 'CE' marked. There is no other physical control measure (except PPE) appropriate to the type work and the type of tools/machines being used. Use of equipment possibly causing excessive noise levels have been identified, as above, and the appropriate warning signs attached (blue and white statutory mandatory signs as supplied). Operatives are instructed to use, and in the use of hearing protection (muffs or ear plugs - which are freely available) when using or being near these tools/machines when operating. Managers will remind operatives to wear hearing protection in their normal course of supervision and at safety briefings. Persistent offenders will be subject to disciplinary action. Job rotation will be employed where possible to minimise the exposure time. Operatives will be informed of noise hazards and the controls/precautions on induction and at safety briefings. Hearing protection is freely available to any operative who considers they need it, even if working in an area below the Lower Action Value. Other person's will be warned (during the site safety induction) and be kept away from high noise level activities and if not to wear hearing protection. Health surveillance - it is assessed for the type and duration of work and operative wearing suitable hearing protection (not less than 15 dBA assumed protection at about 4khz) that operative would not be exposed too more than the Personal Daily Exposure Limit Value (Noise Regulations, Reg 4 (3) (a)). |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 X | 2 | 3 | 4 | 5 |
| Severity | | 1 | 2 X | 3 | 4 | 5 |
|  | |  | | | | |
| Residual risk rating | | 2 | Low |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Pedestrians (and the public) |
| Description of activity  The general protection of pedestrians in our work areas, including those for unloading materials and the operation of vehicles. Works may be done in the public domain and in/on occupied premises where there may be not only operatives but also others present.  The purpose of this assessment is to avoid contact with persons not involved in the works. To avoid and minimise interface with others when crossing through occupied areas e.g. from an unloading area to the site of work. |

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| Hazards & consequences |
| Various injuries resulting from slips, trips & falls caused by substances/materials commonly found on sites/premises, such as oil, water, dust, polythene sheeting and others.  Ejected particles (using hand and/or power tools and flying dust) - inadvertent contact with the body can cause eye & lung damage, lacerations, piercings & other serious injury. Splash of substances – non-specific and depends on the substance being used. Equipment, tools or materials falling from height onto people below can result in a range of injuries.  Moving vehicles - contact with people can cause minor to serious injuries by being knocked over, run over or run into.  Interference (accidental or deliberate) with the works (distraction & damage) can result in minor to serious injuries for all individuals.   The above are non-specific hazards and injuries but could be serious in nature and could be reportable if a member of the public needs treatment away from the scene of an accident. |

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| Tools & equipment used |
| General access equipment: ladders & step ladders (see work at height procedure and risk assessments). Assorted hand held and electric powered portable tools - cable fed (usually 110v on site) or battery powered - drills, screwdriver. Vehicles - own and visitors (e.g. during trade counter pick up and drop off at yard). Also see Vehicles (use of) risk assessment. |

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| Persons likely to be exposed to the risk |
| All operatives. There may be some hazard to passers-by e.g. pedestrians, general public, from ejected or falling tools or materials, handling of goods/materials, this assessment and its implementation is intended to ensure that these classes of persons are reasonably protected. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 X | 5 |
|  | |  | | | | | |
| Initial risk rating | | 12 | Medium | |  | | |
|  | | | |  | | | |
| Acceptable | | No |  | | | | |

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| Control measures |
| In recognition of our responsibilities to the general public and others, we are committed to ensuring that none of our operations present hazard or risk to them.  Where on site, work that may present any risk to the general public or others, the controls and precautions to overcome that risk will be identified and controls implemented to overcome them. These may also be agreed at pre-contract meetings or site meetings.  The manager will establish the exact conditions prevailing on site and take the most appropriate measures to ensure our activities are brought to the attention of all persons who may be affected by them. There will be areas where materials are in transit where it would be unreasonable to erect barriers and/or signs. This would also apply to certain areas where vehicles and delivery vehicles are parked for the short periods of time when loading is taking place. The competent person in charge at the site or premises will assess the exact situation on site. Where plant is being used e.g. MEWP’s, these areas will always be clearly demarcated with safety signs and barriers. Our work areas are clearly demarcated with safety warning signs and barriers erected. All signs will conform to the Signs and Signals Regulations and be to the BS standard. The type and disposition of barriers and signs will be ascertained from prevailing conditions on site. Where necessary signs will be placed at every approach to works and physical barriers erected as opposed to posts and hazard tape unless this would be unreasonable. Signs will be placed so that they will be easily identified and read by pedestrians. In vehicular areas the disposition of signs will likewise be placed. Materials, stock, pallets, trailing leads and similar will be managed so that they do not represent a hazard for pedestrians.  Typical precautions may include;  Protection from falls of materials (e.g. toe boards, safety netting or plastic sheeting). Maintenance in a safe condition for use of public footpaths/highways, stairs, corridors and vestibules e.g. regularly swept clean. Maintenance of access for emergencies.  Protection against damage to third party properties. Protection against contamination from site operations (spread of dust and sprays). Minimisation of nuisance from noise. Minimisation of disturbance during the delivery of materials or the removal of waste. Materials in transit will be stored safely and where necessary secured with barriers, signs and/or hoarding.  Where in control of a site after hours or at weekend unauthorised persons will be excluded and the site secured after work. The company will not rely on other persons to carry out this function. |

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| Pedestrians may have to be controlled (by issuing polite verbal commands) whilst loading or unloading vehicles or gaining access to sites. The manager on the site or premises is responsible for the safe set up and management of hazards and work. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 X | 4 | 5 |
|  | |  | | | | |
| Residual risk rating | | 6 | Low |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Portable tools (use of) |
| Description of activity  Use of general and trade tools for installation of architectural film and related surfaces refurbishment work.   Operations may include cutting, mixing, drilling, punching, bending, fixing & similar activities. |

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| Hazards & consequences |
| Rotating parts – contact with the skin can cause injury including lacerations & burns. Flying particles (material) & dust - can cause serious eye damage & blindness if eye protection (following EN 166) is not worn. Cuts & piercings through contact with skin. Inhalation of dust can cause mild to severe lung damage. Exposed conductors from broken or faulty electrical controls or insulation – electric shock being transmitted to operatives causing a range of symptoms depending on the length and severity of the shock.  Equipment, tools or materials falling from height can result in a range of injuries to operatives or others below the works. |

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| Tools & equipment used |
| Hand tools for general installation of architectural film and related surfaces refurbishment work. Assorted power tools cable fed (usually 110v on site) or battery powered – drills, screwdriver, heat guns & sanders. |

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| Persons likely to be exposed to the risk |
| All operatives using portable tools as noted. There may be some hazard to passers-by. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Initial risk | Without controls and precautions in place | | | | | | | | | |
| Likelihood | 1 | | 2 | | 3 | | 4 X | | 5 | |
| Severity | 1 | | 2 | | 3 | | 4 X | | 5 | |
|  | |  | | | | | | | | |
| Initial risk rating | | 16 | | High | |  | |  | |  |
|  | | | | | | | | | | |
| Acceptable | | No | |  | |  | |  | |  |

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| Control measures |
| Electrical  A competent person inspects all electrical tools and accessories regularly and the results recorded, as per the Electricity at Work Regulations (EAW). Visual inspections are done and recorded – quarterly. Portable Appliance Testing (PAT), for Class 1 equipment, is done annually and recorded. Where appropriate inspection stickers are applied to individual equipment. Site electric tools to be 110v supplied either through portable generator or step down transformer (each with built in residual current protection devices) or battery.  Training  Operatives are instructed in the safe use of portable tools and the appropriate types of safety work wear clothing during skills and job training. At height, this may include tethering to prevent falling. Use and care of equipment is refreshed at safety briefings and an annual safety briefing/course.  Personal Protective Equipment (PPE)  Operatives must use suitable eye protection when operating any machine that may eject particles i.e. impact resistant glasses/goggles to the British Standard (BS EN 166 grade medium impact). Operatives should use appropriate gloves when there is a risk of contact, but not necessarily when there is a greater risk from entanglement. Dust - where this is being produced suitable respirators must be available and used. For details on this COSHH issue see the COSHH procedures and COSHH assessments.  Defects/faults  Operatives must inspect tools for defects at the beginning of each working day and report all defects to their manager (frayed lead, split/perished hoses and cracked insulation for example). Operatives must not use defective tools until repaired by a competent person and declared fit for use or replaced.  Rotating blades  Operatives are instructed not to let go or place equipment (onto benches or floor) until it has stopped rotating. Rotating blades of equipment placed onto surfaces when rotating can cause ‘bounce back’. This can cause severe laceration injuries when contacting body parts.  Guards  Operatives must ensure that guards are effectively used. Should they suspect a guard is missing or damaged they must not use the equipment and report the fact to their manager. The manager must inspect the equipment and give advice on the guarding. Should a guard, new guard or repairs be required then the manager will make suitable arrangements to ensure the equipment is effectively guarded before further use.   Trailing leads and similar must be managed so that they do not;  Suffer consequential damage e.g. by being driven over, contact with corrosive substances, burnt on hot surfaces present tripping hazards.  Operatives are instructed, that where possible, they use cable trees to support/run cables and hoses ‘off the floor’. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 X | 4 | 5 |
|  | |  | | | | |
| Residual risk rating | | 6 | Low |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Vehicles (use of) |
| Description of activity  Normal movement of vehicles on the highway including parking for loading and unloading. Areas of operation may include domestic & commercial building sites. |

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| Hazards & consequences |
| Accidental contact with vehicle can cause minor to serious injuries by being knocked over, run over or run into and whiplash. Can also cause non-specific damage to vehicles & property (including buildings & fittings, materials, goods and products). Accidents between vehicles and people often results in serious injuries and not unusually – death.  Uneven ground/pot holes (many access & site roads can be uneven) – can cause damage to vehicles and materials/goods carried to move/slide/topple, causing further injury & damage.  Handling fuels and other substances (engine oil) can cause dermatitis and other health complaints.  Driver fatigue – a tired driver may cause an accident that could result in serious injury and/or damage. |

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| Tools & equipment used |
| Vehicles including cars & vans. At times, possible use of plant e.g. MEWP (usually hired with an operator). |

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| Persons likely to be exposed to the risk |
| All drivers and others, including visitors on site.  Passers-by and casual observers.  On the highway - all users. |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 15 | High | |  | | |
|  | | | |  | | | |
| Acceptable | | No |  | | | | |

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| Note: We are not able to reduce the severity estimate for any probability. |

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| Control measures |
| All vehicles are maintained to Road Traffic Act standard and maintained roadworthy e.g. MOT and regularly inspected and maintained as required. Drivers of company vehicles are trained and authorised to drive on the highway and off road. Drivers must carry out a daily pre-use/start check.  Drivers must report all defects. Drivers must take regular breaks to prevent becoming fatigued whilst driving. Supervisors must plan delivery routes to take into account drivers taking regular rest breaks during the day. Company drivers are authorised to drive only the class of vehicle for if they hold a valid licence. Drivers must obey the traffic rules and site rules of the area of operation and any premises upon which work is taking place and the requirements of the Highway Code or equivalent. When reversing the driver must ensure this can be done safely and use a ‘safety person / banksman’ as required.   Loading of vehicles  Drivers are made aware of their responsibility to ensure loads are safely managed. Loads are spread evenly to prevent the vehicle/trailer becoming unstable. Loads are secured to ensure movement is restricted while the vehicle is moving i.e. loads sliding forward if the driver were to break suddenly, or falling off the back of the vehicle when on a steep slope. Hazardous loads i.e. granular materials, loose equipment and special or hazardous waste is fully sheeted/enclosed to prevent the material falling from the vehicle. Un-sheeted loads are loaded to such a level so as to prevent material falling from the vehicle. Where not obvious drivers are given information on the loads they are transporting, including details of hazards materials/substances and any precautionary measures to be observed (including specific emergency procedures to be followed in the event of an accident). Personal Protective Equipment (e.g. gloves, overalls/high visibility clothing, hardhats and boots) is provided for ‘industrial’ drivers. Drivers are advised to wear gloves to protect their hands during re-fuelling & whilst handling harmful substances such as engine oil.  Bad traffic  Drivers must drive within the traffic conditions at the time and avoid confrontations with other road users. Must follow the recommendations of the Highway Code.   Bad weather  Drivers must drive within the capacity of the vehicle and their own capability given the prevailing weather (this includes conditions of; ice, fog, torrential rain and smoke).  Emergency  In the event of a tyre 'blow out' or windscreen shatter, the driver must ensure the safety of persons carried by the vehicle (including themselves) are not put at risk at any time. Where necessary warning triangles, cones will be placed to give warning. Drivers must carry means of communication to call assistance e.g. mobile phone. Drivers must use the services of the appropriate rescue and or emergency services.  Mobile phones  Drivers are not to use hand held mobile phones when moving on the highway. They are instructed to pull over, park and stop to make and receive calls. Preferably phones should be switched off during periods of driving. Passengers may make and receive calls on the driver's behalf, providing there is no distraction to the driver whilst driving. Properly installed hands-free equipment can be used provided that no hazard is caused. |
| Training and competence  Company drivers are authorised to drive only the class of vehicle for which they hold a valid licence. Drivers of vehicles are trained and authorised (competent person) to drive on the highway and off road. Drivers must not drive or operate any vehicle for which they do not hold a valid license. Drivers under training can only drive the class of vehicle for which they are being trained and must be properly accompanied by a properly qualified person, with the required “L” plate signs affixed. Drivers are periodically checked for valid Ministry of Transport, Road Traffic Acts licences for the class of vehicle they are authorised by the company to drive. Drivers are required to inform us immediately should they become unlicensed for any reason e.g. disqualification. When on public roads all company drivers are expected to observe the recommendations of the Highway Code (or equivalent) and to obey the law. The company liaises with the insurance company over the extent of cover. Drivers using their own vehicle on company business must ensure that they are insured for business use.  A regular check of licences and insurance cover will be made.  Note: The conditions and environments encountered are so variable that the approach is to rely on the experience, knowledge and training of the ‘competent person’ in charge of the vehicle e.g. driver who will have the relevant experience, knowledge and training required to ensure safety. |

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| Additional information |
| The company will not be responsible for penalties awarded by the courts to any driver convicted of a breach of the Road Traffic Acts. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

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| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 | 5 X |
|  | |  | | | | |
| Residual risk rating | | 10 | Medium |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Note: We are not able to reduce the severity estimate for any probability. | | | | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| Working at height (ladders, steps & podiums) |
| Description of activity  Installation of architectural film and related surfaces refurbishment work above floor or ground level.  Activity at height would require access for light works. |

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| Hazards & consequences |
| Falls from height - serious injury or even death can be sustained from falls from low height or even at the same level. Equipment, tools or materials falling from height – result in a range of injuries to operatives or others.  Manual handling of equipment/materials - musculoskeletal injury – sprains, strains or physical stress to any part of the body, particularly back and arms. |

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| Tools & equipment used |
| Stepladder, ladders, proprietary, mobile tower, podium steps and genie lifts & trestles. Safety helmet, safety footwear - as assessed (e.g. helmets inside rooms with high ceilings may be unreasonable). Barriers, hazard tapes and signage to provide means of warning of works in progress. |

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| Persons likely to be exposed to the risk |
| Our operatives & anyone below the work area. Visitors and others on site not engaged in work at height or not required to gain access at height will not be affected except inasmuch as they may be at risk from falling materials. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 X | 4 | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 15 | High | |  | | |
|  | | | |  | | | |
| Acceptable | | No |  | | | | |

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| --- |
| Note: There will always be a high risk of serious injury and death even from falls at the same height. We can only hope to reduce the likelihood. |

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| --- |
| Control measures |
| Operatives are instructed and trained in the use of all safety equipment. Operatives are not expected or required to put themselves at risk by attempting to reach or work at height without the proper training, equipment, supervision or instruction or following the correct rules and procedures. All access equipment must be of sound construction and without patent defect. All access equipment is subject to statutory inspection on a regular basis (fit for use). Operatives are instructed to carry out a pre-use inspection of all access equipment, each and every time of use. Operatives are instructed to abide by the working methods & risk assessment for the activity requiring the temporary access. For activities at height they must also be aware that sensible clothing must be worn i.e. not loose, where it may snag and cause restricted movement or a fall. The supervisor must first consider other methods of achieving the work objective without the need to do work at height, as far as reasonably practicable. The use of ladders should be able to be justified taking into consideration all of the attendant hazards and risks (e.g. the additional manual handling risk associated with erecting towers as opposed to using a stepladder, at reasonable heights).  The guidance published and updated by the Health and Safety Executive on the use of ladders will be adhered to with particular reference to the following;  Ladders must extend 1.2m above the stepping off point and have adjacent handholds. Ladders should be erected on a firm and level base at an angle of 70 degrees (ratio 4 up to 1 out). Wooden ladders must not be painted (preservation with clear varnish is acceptable). Ladders must be adequately secured, footed to a height of 5m and secured at the top if longer and guyed or anchored at the bottom. Vertical ladders should be adequately secured and packed to give adequate foothold. Articles or materials shall not be thrown or dropped from height where this is likely to cause injury. Lowering by sash line is the preferred method. Wherever an anchor point is available a safety harness and lifeline must be used.  Note: This assessment has considered the effect of works at height in relation to others and the preventive and precautionary measures in this assessment should afford reasonable protection to these classes of persons. Visitors and others will have been made aware at site safety induction. |

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| Comments |
| Other information such as procedures, if required, to be attached separately. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 | 5 X |
|  | |  | | | | |
| Residual risk rating | | 10 | Medium |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Note: Not able to reduce the severity estimate for any probability. | | | | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |

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| --- |
| Working at height (towers) |
| Description of activity  Where temporary access and work platforms are required for installation of architectural film and related surfaces refurbishment work. |

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| Hazards & consequences |
| Falls from height - serious injury or even death can be sustained from falls from low height or even at the same level.  Equipment, tools or materials falling from height – result in a range of injuries to operatives or others.  Collapse of equipment can lead to minor or severe injuries. |

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| Tools & equipment used |
| Lightweight access towers/platforms.  Safety helmet, high visibility jacket/waistcoat & safety footwear. Life preserver/jacket (for work on or near water). Barriers, hazard tapes and signage to provide means of warning of works in progress. |

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| Persons likely to be exposed to the risk |
| Operative(s) using the equipment. Anyone in the vicinity of the activity e.g. other operatives, onlookers, public (risk from falling materials); the implementation of this assessment in intended to address as far as reasonably practicable the safety of others. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Initial risk | Without controls and precautions in place | | | | | | |
| Likelihood | 1 | | 2 | | 3 | 4 X | 5 |
| Severity | 1 | | 2 | | 3 | 4 | 5 X |
|  | |  | | | | | |
| Initial risk rating | | 20 | High | |  | | |
|  | | | |  | | | |
| Acceptable | | No |  | | | | |

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| --- |
| Note: There will always be a high risk of serious injury and death even from falls at the same height. We can only work to reduce the likelihood. |

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| Control measures |
| As far as is reasonably practicable, physical means will be provided to prevent a person from falling from any height e.g. into a shallow excavation, loading bay, ramp by the use of appropriate barriers and signs. Means as far as reasonably practicable will be provided to prevent the fall of materials likely to cause injury e.g. toe-boards. To provide long reach tools if appropriate to avoid overreaching. Safety tether lanyards to avoid tools and equipment falling e.g. could slip from grasp. Towers/temporary access will be properly erected by competent persons with guardrails, toe-boards, bracing and tying in as per the WAHR and schedules thereto and industry trade guidance and codes. To be constructed and used as per manufacturer’s instructions by a competent person and have attained an appropriate qualification such as PASMA. A competent person on erection and every 7 days must inspect towers and must make a record (an entry in a register). This must also be done after adverse weather and modifications. A system of tagging e.g. scafftag may be in use e.g. labelled with the competent person signing on (although this is not a legal requirement). Where towers or other temporary access is unsafe or incomplete a notice that it must not be used must be clearly displayed (this is a legal requirement).  Note: This assessment has considered the effect of works at height in relation to others and the preventive and precautionary measures in this assessment should afford reasonable protection to these classes of persons. Visitors and others will have been made aware at site safety induction. |

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| --- |
| Comments |
| Other information such as procedures, if required, to be attached separately. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Residual risk | | With controls and precautions in place | | | | |
| Likelihood | | 1 | 2 X | 3 | 4 | 5 |
| Severity | | 1 | 2 | 3 | 4 | 5 X |
|  | |  | | | | |
| Residual risk rating | | 10 | Medium |  |  | |
|  | | | | | | |
| Acceptable | | Yes |  | | | |
|  | | | | | | |
| Note: Not able to reduce the severity estimate for any probability. | | | | | | |
|  | | | | | | |
| Assessor | Anthony Rose | Signed |  | | Date | 4/1/23 |